PLEASE FOLLOW ALL THE INSTRUCTIONS HERE EXACTLY. THIS WILL WALK YOU THROUGH HOW TO COMPLETE YOUR PROPOSAL

1. Open a blank Word document. Copy and paste this at the top and fill in the information:

NAME:

DATE:

TOPIC:

1. Copy ONLY the introduction, idea statement, plan of action, and conclusion sections directly from the proposal handout and paste below the TOPIC LINE. This will help you maintain the proper formatting for a proposal. They are supposed to look like the handout.
2. Delete the information in each section after the heading and type in your information according to the explanation given for that section. This way you will be sure to have all your sections and proper formatting for a memo (which is what you’re writing, by the way).
3. When you do your plan of action, you can use this handy calendar. Just copy and paste it into your plan of action section. The due dates for class are already here, and you just add your own. (when you want to have specific parts of this project one, especially if you are working together!)

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| FEBRUARY | | | | | | | | | | | | |
| **WEEK 7** |  | M 22 |  | T 23 |  | W 24 |  | TH 25 |  | F 26 |  | 27/28 |
|  |  |  |  |  | **Proposals due** |  |  |  |  |  |  |
|  |  | MARCH | | | | | | | | | | |
|  |  | M 29 |  | T 1 |  | W 2 |  | TH 3 |  | F 4 |  | 5/6 |
| WEEK 8 |  |  |  | **Revised Proposals Due** |  |  |  |  |  |  |  | **Spring Break Begins** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | M 7 |  | T 8 |  | W 9 |  | TH 10 |  | 1F 1 |  | 12/13 |
| WEEK 9 |  |  |  |  |  |  |  |  |  |  |  | **Spring Break Ends** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | M 14 |  | T  15 |  | W 16 |  | TH 17 |  | F 18 |  | 19/20 |
| WEEK 10 |  |  |  | **Primary Research Questions Due** |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | M21 |  | T 22 |  | W 23 |  | TH 24 | F | F 25 |  | 26/27 |
| WEEK 11 |  |  |  | **Primary Research Complete** |  | **Draft due at time of conference** |  | **Conferences** |  | **Conferences** |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | M 28 |  | T 29 |  | W 30 |  | TH 31 |  | F 1 |  | 2/3 |
| WEEK 12 |  | **Conferences** |  | **Conferences** |  | **Conferences** |  | **No Classes** |  | **No Classes** |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| APRIL | | | | | | | | | | | | |
|  |  | M 4 |  | T 5 |  | W 6 |  | TH 7 |  | F 8 |  | 9/10 |
| WEEK 13 |  |  |  | **Peer Review Draft due** |  |  |  | **Final draft for editing** |  |  |  |  |

1. Be sure to include a Works Cited/References page of at least 6 tentative sources so I know you have found some sources.
2. When you are done, save your document as LastFirstUnit3proposal.
3. Submit to Blackboard in the “Other” folder in Assignments. Please do not email this to me.
4. Check Blackboard by Saturday morning. I will have read your proposal and either accepted or rejected it. If I accept your proposal, then you’re all set.
5. If I reject your proposal, you must get it back to me for approval before class on Monday. At this point, please EMAIL me your revised proposal.
6. **NOTE:** No Unit 3 paper will be accepted without an approved proposal. You must rewrite your proposal until it is accepted. When I return your proposal to you, you must work on it and turn it back in within TWO DAYS so we don’t get behind. For every day the proposal is late, your proposal grade will be reduced by 5%. If your proposal is so late that your grade has been reduced to an E, you still must continue to submit until it is approved, even if you lose all points for the proposal. Don’t let this happen to you. Keep an eye on deadlines and be on time!